

Payroll Processes

QUICK REFERENCE GUIDE

Deferred Comp Pre-Tax Refund

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Deduction was not stopped on time.


1. The **HR Administrator** will call the Deferred Comp office to verify if the employee's account has or has not been drained.

Note: If the employee has drained the account, then no refund can be done. If there is no money refunded, then KHRIS stands as paid and no additional action is necessary.

2. If the account has not been drained then use transaction PA30 and enter the employee personnel number.


3. Select the Payroll tab.

4. Select 0014, Recurring Payments/Deductions, and click the "Overview" icon.  Select the appropriate deferred comp wagetype (6300, 6301, 6500, 6501, 6502, 650D or 651D) by highlighting the line and click on the  "Choose" icon.

5. Change the "**To**" date of 12/31/9999 to reflect the last day of the previous pay period and click the "Save" icon. 

6. Click the "Back" icon  to set up the refund.

7. Select 0015, Additional Payments and click the "Create" icon. 

8. Date the new record with the first day of the next pay period to process and select the correct **wage type** to refund. If the the refund is for a 401K use WT6310 in IT0015. If the refund is for a 457 use WT6311 in IT0015. Enter a **negative** sign with the amount to be refunded and click the "Save" icon. 

9. Refund will be made in next payroll cycle.

